

## PM002 - Vendor Maintenance Screen

The screenshot shows the 'Vendor Maintenance Screen (PM002)'. It contains several input fields and sections:

- Vendor Information:** VENDOR NO (1), NAME (FEDERAL EXPRESS CORPORATION), DIVISION, INTERFACE, TYPE (C), CODE (ESPS), FED AGENCY (NONE), FOB POINT (DESTIN), and a checkbox for 'Active?'.
- DATES:** ORIGIN (18-JUL-1997), LAST ORDER, and LAST INVOICE.
- CLASSIFICATIONS:** BUSINESS SIZE (S, L, U), MINORITY OWNED (Y, N), and WOMAN OWNED (Y, N).
- ADDRESS INFORMATION:** A table with columns ID, TYPE, ADDRESS NAME, and CONTACT. It shows two entries for 'FEDERAL EXPRESS CORPORATION' with contact 'ALYCE A. SELBY'.
- ADDITIONAL INFORMATION:** Buttons for COM PARENT, TERMS, NOTES, ASSIGN, and NEW ADDRESS.
- Footer:** A note: '\*\*\* DoubleClick 'TYPE' for Address Details' and a CANCEL button.

### Introduction

This procedure describes how to setup and maintain accurate vendor data for purchasing and reporting disbursement purposes. The vendor data is entered via the CSPS "Vendor Maintenance Screen" (PM002).

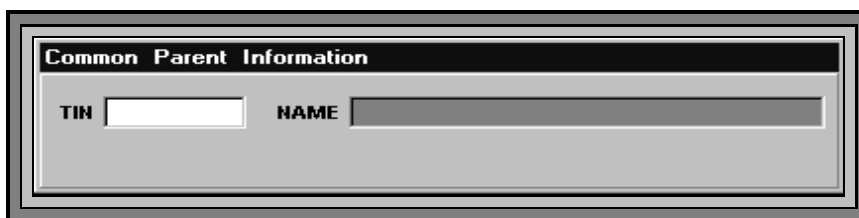
Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>VENDOR NO</b>	This field displays the system generated vendor number. This is a sequential 5 position number.	Derived	System generated	Y	N
<b>NAME</b>	This field displays the name of the vendor.	Required	Entered by user	Y	N
<b>DIVISION</b>	This field is used if the vendor is part of a parent company doing business at a different address from the parent company.	Optional	Entered by user	Y	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>CODE</b>	This field contains the acronym of the vendor, if one exists, and can be up to 8 characters long.	Required	Entered by user	Y	N
<b>INTERFACE</b>	This field contains the type of interface used to describe the vendor.	Optional	Entered by user	Y	N
<b>TYPE</b>	This field indicates the vendor's type.	Required	Entered by user	Y	N
<b>FOREIGN?</b>	This check box indicates if the vendor is foreign.	Required	Entered by user	Y	N
<b>FED AGENCY</b>	This field contains the federal agency code of the vendor. There is a list of values from which to choose.	Required	Entered by user	Y	N
<b>FOB POINT</b>	This field indicates the vendor's responsibility to pay for shipping.	Required	Entered by user	Y	N
<b>ACTIVE ?</b>	This check box indicates that the vendor is active, and therefore, available for use in the system. The field next to the check box displays the date that the active flag was last changed.	Optional	Entered by user	Y	N
<b>DATES</b>					
<b>ORIGIN</b>	This field lists the date the vendor profile was created.	Derived	System generated	N	N
<b>LAST ORDER</b>	This field lists the date a purchase order was awarded to the vendor.	Derived	System generated	N	N
<b>LAST INVOICE</b>	This field displays the date an invoice was last recorded for the vendor.	Derived	System generated	N	N
<b>CLASSIFICATIONS</b>					
<b>BUSINESS SIZE</b>	This radio button indicates the size of the vendor. A vendor size may be small, large, or unknown.	Required	Entered by user	Y	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>MINORITY OWNED</b>	This radio button indicates whether the vendor is minority owned.	Required	Entered by user	Y	N
<b>WOMAN OWNED</b>	This radio button indicates whether the vendor is woman owned.	Required	Entered by user	Y	N
<b>ADDITIONAL INFORMATION</b>					
<b>COM PARENT</b>	Selecting this pushbutton will display the "Common Parent Information" pop-up screen.  Note: Further detail is shown on page 5.	Pushbutton	N/A	N/A	N/A
<b>TERMS</b>	Selecting this pushbutton will display the "Vendor Discount Terms" pop-up screen.  Note: Further detail is shown on page 5.	Pushbutton	N/A	N/A	N/A
<b>NOTES</b>	Selecting this pushbutton will display an editor pop-up in which the user may enter any notes applicable to the vendor. This field is optional.	Pushbutton	N/A	N/A	N/A
<b>ASSIGN</b>	Selecting this pushbutton will display the "Vendor Assigned Information" pop-up screen.  Note: Further detail is shown on page 6.	Pushbutton	N/A	N/A	N/A
<b>NEW ADDRESS</b>	Selecting this pushbutton will display the "Vendor Address Information" pop-up screen.  Note: Further detail is shown on page 7.	Pushbutton	N/A	N/A	N/A
<b>ADDRESS INFORMATION</b>					

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>ID</b>	<p>This field displays the address ID number for each address listed.</p> <p>Note: This field will populate only after an address has been entered.</p>	Derived	System generated	N	N
<b>TYPE</b>	<p>This field displays the type of address. By double clicking in this field the "Vendor Address Information" window will open and be populated with the relevant data for the chosen address type.</p> <p>Note: This field will populate only after an address has been entered.</p>	Derived	System generated	N	N
<b>ADDRESS NAME</b>	<p>This field contains the name of the address.</p> <p>Note: This field will populate only after an address has been entered.</p>	Derived	System generated	N	N
<b>CONTACT</b>	<p>This field contains the name of the person to contact if there are questions related to the address.</p> <p>Note: This field will populate only after an address has been entered.</p>	Derived	System generated	N	N
<b>CANCEL</b>	<p>Selecting this pushbutton will first clear all fields of data. If this pushbutton is then selected again, it will exit the user back to the last active window without saving any of the changes the user has made.</p>	Pushbutton	N/A	N/A	N/A

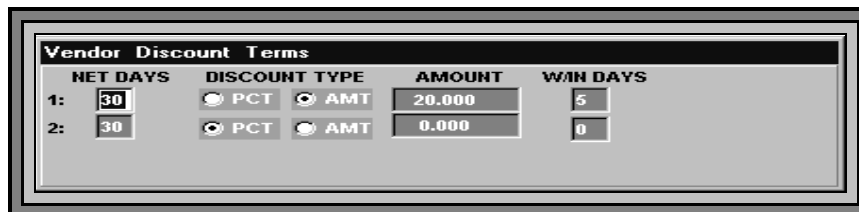
## Common Parent Information Window



The screenshot shows a window titled "Common Parent Information". It contains two input fields: "TIN" with a text box and "NAME" with a text box.

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>TIN</b>	This field lists the tax identification number of the common parent associated with the vendor. This number has two different formats. For individuals it is 999-99-9999. For corporations it is 99-9999999.	Optional	Entered by user	N	N
<b>NAME</b>	This field contains the name of the common parent associated with the vendor.	Optional	Entered by user	N	N

## Vendor Discount Terms Window



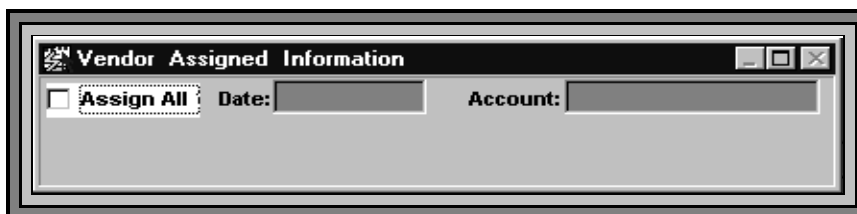
The screenshot shows a window titled "Vendor Discount Terms". It contains four columns: "NET DAYS", "DISCOUNT TYPE", "AMOUNT", and "WIN DAYS". There are two rows of data:

	NET DAYS	DISCOUNT TYPE	AMOUNT	WIN DAYS
1:	30	<input type="radio"/> PCT <input checked="" type="radio"/> AMT	20.000	5
2:	30	<input type="radio"/> PCT <input checked="" type="radio"/> AMT	0.000	0

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>NET DAYS</b>	This field contains the number of days that the vendor's invoice must be paid.	Optional	Entered by user	N	N
<b>DISCOUNT TYPE</b>	This radio button indicates that a discount will be percent or amount based.	Optional	Entered by user	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>AMOUNT</b>	This field lists the amount of the discount if payment is made within set terms.	Optional	Entered by user	N	N
<b>W/IN DAYS</b>	This field lists the number of days the invoice must be paid to receive the vendor's discount.	Optional	Entered by user	N	N

### Vendor Assigned Information Window



Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>ASSIGN ALL</b>	This check box indicates that the vendor payments will all be assigned to a third party.	Optional	Entered by user	N	N
<b>DATE:</b>	This field lists the assignment date. It defaults to the current date when the ASSIGN ALL field is checked.	Derived	System generated	N	N
<b>ACCOUNT:</b>	This field displays the account number associated with the vendor.	Optional	Entered by user	N	N

## Vendor Address Information Window

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>VENDOR NO</b>	This field displays the system generated vendor number.	Derived	System generated	N	N
<b>ID</b>	This field displays the ID number of an individual address associated with the vendor.	Derived	System generated	N	N
<b>TYPE</b>	This field displays the type of address to be created.	Required. This field contains an LOV.	Entered by user	N	N
<b>NAME</b>	This field displays the name of the vendor.	Derived	System generated	N	N
<b>ADDRESS</b>	This field displays the street address of the vendor.	Required	Entered by user	N	N
<b>COUNTRY</b>	This field displays the country of the vendor.	Required. This field contains an LOV.	Valid values are maintained on PR008	N	N
<b>CITY</b>	This field displays the city of the vendor.	Required. This field contains an LOV.	Valid values are maintained on PR008	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>ST/PR</b>	This field displays the state or province of the vendor.	Required. This field contains an LOV.	Valid values are maintained on PR008	N	N
<b>ZIP</b>	This field displays the zip code of the vendor.	Required	Entered by user	N	N
<b>CONTACT</b>	This field contains the name of the person to contact for questions related to purchasing/payment.	Optional	Entered by user	N	N
<b>PHONE</b>	This field contains the phone number of the person to contact for questions related to purchasing/payment.	Optional	Entered by user	N	N
<b>FAX</b>	This field contains the fax number of the person to contact for questions related to purchasing/payment.	Optional	Entered by user	N	N
<b>ACTIVE ?</b>	This check box indicates the active status of the address type.	Optional	Entered by user	N	N
<b>DATE</b>	This field displays the date the active flag was last checked or unchecked.	Derived	System generated	N	N
<b>REPORTING ID</b>					
<b>ENTITY TYPE</b>	This field displays the vendor's entity type.	Required. This field contains an LOV.	Valid values are maintained in PR004	N	N
<b>TIN NO</b>	This field displays the tax identification number of the vendor.  Note: The TIN must be 9 digits and input with hyphens.	Optional	Entered by user	N	N
<b>DUNS</b>	This field displays the vendor's DUNS number.	Required	Entered by user	N	N
<b>1099 REPORTING</b>					
<b>W-9 REC'D?</b>	This check box indicates whether the W-9 was received.	Optional	Entered by user	N	N



Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>W/H REQ'D?</b>	This check box indicates whether withholding is required.	Optional	Entered by user	N	N
<b>FORM 1099: TYPE</b>	This field contains the type of 1099 that the vendor requires.	Required	Entered by user	N	N
<b>ISSUED</b>	<p>This field contains the date that the 1099 was issued to the vendor.</p> <p>Note: Every corporation and individual who provides 600 dollars of services will receive a 1099.</p>	Optional	Entered by user	N	N
<b>1042 REPORTING</b>					
<b>1042 REQ'D?</b>	<p>This check box indicates whether the vendor must submit a 1042 form.</p> <p>Note: 1042's are used for foreign vendors and are currently not processed in the system.</p>	Optional	Entered by user	N	N
<b>ISSUED</b>	This field contains the date that the 1042 was issued to the vendor.	Optional	Entered by user	N	N
<b>INCOME</b>	This field contains the income code that is used for the 1042 form. This field defaults to NONE if the 1041 REQ'D field is not checked. If the 1042 REQ'D field is checked this field becomes required. By double clicking, a list of values can be accessed.	Optional	Entered by user	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>EXEMPTION</b>	This field contains the exemption code that is used for the 1042 form. This field defaults to NONE if the 1041 REQ'D field is not checked. If the 1042 REQ'D field is checked this field becomes required. By double clicking, a list of values can be accessed.	Optional	Entered by user	N	N
<b>RECIPIENT TYPE</b>	This field contains the recipient code that is used for the 1042 form. This field defaults to NONE if the 1041 REQ'D field is not checked. If the 1042 REQ'D field is checked this field becomes required. By double clicking, a list of values can be accessed.	Optional	Entered by user	N	N
<b>PAYMENT METHOD</b>					
<b>METHOD</b>	This field contains the method of payment that will be used with the vendor. By double clicking in this field, a list of values is available.	Required	Entered by user	N	N
<b>EXCHANGE CODE</b>	This field contains the payment country code. By double clicking in this field, a list of values is available.	Required	Entered by user	N	N
<b>ABA NO</b>	This field contains the electronic funds transfer (EFT) number. This field is required if the METHOD field is equal to EFT.	Optional	Entered by user	N	N
<b>ACCT NO</b>	This field contains the EFT account number. This field is required if the METHOD field is equal to EFT.	Optional	Entered by user	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>TYPE</b>	This field contains the EFT account type. This field is required if the METHOD field is equal to EFT. If the METHOD field is not equal to EFT, the field defaults to N. By double clicking in this field, a list of values is available.	Optional	Entered by user	N	N
<b>PRE NOTIFY</b>	This field indicates whether there will be notification before funds are transferred. This field is required if the METHOD field is equal to EFT. If the METHOD field is not equal to EFT, the field defaults to N. By double clicking in this field, a list of values is available.	Optional	Entered by user	N	N
<b>PROMPT PAY?</b>	This check box indicates if the vendor is eligible for prompt payment.	Optional	Entered by user	N	N
<b>NOTES</b>	Selecting this pushbutton will access an editor window where the user may enter all applicable notes associated with the address.	Pushbutton	N/A	N/A	N/A
<b>PREV</b>	Selecting this pushbutton will save the new address information entered and exit the user back to the main PM002 screen.	Pushbutton	N/A	N/A	N/A
<b>CANCEL</b>	Selecting this pushbutton will exit the user back to the main PM002 screen without saving the new address.	Pushbutton	N/A	N/A	N/A
<b>ADDRESS INFORMATION</b>					
<b>ID</b>	This field contains the address ID number for each address listed for the vendor.	Derived	System generated	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>TYPE</b>	This field contains the type of address. By double clicking in this field the "Vendor Address Information" window will open and be populated with the relevant data for the chosen address type.	Derived	System generated	N	N
<b>ADDRESS NAME</b>	This field contains the name of the address.	Derived	System generated	N	N
<b>CONTACT</b>	This field contains the name of the person to contact if there are questions related to the address.	Derived	System generated	N	N
<b>CANCEL</b>	Selecting this pushbutton will first clear all fields of data. If this pushbutton is then selected again, it will exit the user back to the last active window without saving any of the changes the user has made.	Pushbutton	N/A	N/A	N/A